

# **VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES**

## **REQUEST FOR PROPOSAL #301-06-002-BJL (Unsealed)**

**Issue Date:** July 28, 2005

**Due Date:** August 4, 2005 @ 2:00 pm

**Inquiries for Information:** All inquiries are to be directed to the Contracting Officer, Barbara Layman at [barb.layman@vdacs.virginia.gov](mailto:barb.layman@vdacs.virginia.gov) or 804.225.4887. Written inquiries are preferred.

Virginia Department of Agriculture & Consumer Services (VDACS) Office of Pesticide Services (OPS) is requesting unsealed proposals from qualified firms to scan and create electronic images of commercial applicator documents. **Proposals will be received in the VDACS Office of Procurement until 2:00 pm on Thursday, August 4, 2005.**

Proposals may be returned to VDACS as follows:

<b>US Mail</b>	VDACS Office of Procurement	<b>FAX:</b>	804.371.8372
<b>or</b>	1100 Bank Street, Suite 513		Attn: Barbara J. Layman, CPPB, VCO
<b>Delivered:</b>	Richmond, VA 23219		Procurement Director

VDACS reserves the right to accept or reject any or all proposals, to waive irregularities, defects or technicalities in any proposal, and to accept any proposal in whole or in part which it deems to be in its best interest.

VDACS/OPS goal is to scan approximately 157,920 Commercial Certification documents from 14 filing cabinets to the Electronic Document Cabinet (EDC) imaging system. These images must be scanned, and indexed by identified fields for storage in the EDC database as TIFF Group 4 images. Desired completion date is October 31, 2005.

1.0 VDACS/OPS is soliciting proposals from qualified suppliers to create electronic images of commercial applicator documents, and provide those images in a format and medium that can be imported into Appropriate Technologies, Inc (ATI)'s EDC imaging system.

1.0.1 As part of the proposal evaluation process, VDACS reserves the right to ask vendors to scan a representative sample of commercial application documents and provide imported images into VDACS's ATI EDC Imaging System so that image quality, clarity, and file size can be evaluated prior to a final bid award

1.1 Detailed Job Description

1.1.1 Convert paper documents to digital images.

1.1.2 Documents are to be picked up approximately once a week, on a pre-determined day of the week.

- 1.1.3 Images are to be supplied to VDACS in a format and medium that can be imported into ATI's EDC imaging system. Specify in your response the specific formats and media, including file transfers that can be provided.
- 1.2 Contract Duration. VDACS desires the contract become effective on or about August 10, 2005.
  - 1.2.1 When awarded to the selected vendor, the agreement will begin on or about August 10, 2005 and continue until October 31, 2005. After October 31, 2005, the agreement can be renewed for three (3) additional periods of one (1) year each, by written mutual agreement of the parties.
- 1.3 Document Descriptions
  - 1.3.1 The documents may vary in size from 8.5" x 11" to 12" x 18", with the majority being 8.5" x 11" with a few smaller pieces. The documents include single and double sided documents. A relatively small number of forms will be double sided. The average number of documents are 15 per commercial applicator.
  - 1.3.2 Site Visit, VDACS reserves the right to request a site visit to view document prep areas, security, and other requirements.
  - 1.3.3 Pickup of Documents and Image Availability.
  - 1.3.4 Documents are to be picked up from VDACS in Richmond on a predetermined day of the week. Digital Images of these documents are to be received by VDACS within one week after document pickup.
  - 1.3.5 Containers for transporting the documents are to be provided by the company in sufficient quantity to hold one drawer of documents.
- 1.4 Document Destruction. Original documents are to be returned to VDACS/OPS. Any document storage charges must be identified in your response.
- 1.5 Document Preparation. All documents will be prepared by VDACS/OPS before imaging. Document preparation, in this case, refers to removal of staples, paper clips, rubber bands, repair of torn edges, unfolding of folded documents, and handling of undersized forms. (Please describe how you propose to handle undersized forms, etc.)
- 1.6 Indexing - The basic documents to be imaged will contain a certificate number and name, each applicator will have 7 indexes. These fields are:

- 1 Category - OPS Category
- 2 Form/Support Doc Type
- 3 Status
- 4 Certification Number
- 5 SSN
- 6 First Name
- 7 Middle Name
- 8 Last Name

All attachments need to be identified with the indexed document.

- 1.7 Backup. Describe your proposed method of providing backup to the electronic files after images have been created and prior to verification by VDACS/OPS. Include a description of your disaster recovery plan.
- 1.8 Document Confidentiality, Security and Access Control: Describe your procedures for ensuring the confidentiality of the information contained in the documents.
- 1.9 Quality Control
  - 1.9.1 VDACS/OPS is concerned that all documents, including attachments, are appropriately recorded into the system and the images be of the highest quality, both in clarity and storage space efficiency. Describe your quality control procedures that verify the quality of the image and the recording of all documents.
  - 1.9.2 VDACS/OPS desires to perform a quality inspection of a sampling for each group recorded into the system to verify:
    1. That all documents have been recorded into the system;
    2. Quality of image;
    3. Appropriate sequencing of attachments for indexed documents.
- If a deficiency is discovered for any of the above, the deficiency is to be corrected at no cost to the VDACS.
- 1.10 Pricing. Describe your intended pricing model for imaging/scanning and transmitting images per these specifications. Prices are to remain firm for the first two years of this contract or through October 31, 2007.

Unsealed RFP #301-06-002-BJL  
Electronic Imaging  
Issued: July 28, 2005 / Due: August 4, 2005

Proposals will be evaluated to determine the best value and project method for the Department of Agriculture and Consumer Services. Offerors may or may not be contacted to provide additional information and/or schedule a site visit or interview.

Please complete and return the Contractor Data Sheet included herein.

## CONTRACTOR DATA SHEET

To Be Completed By Bidder and returned with bid. Attach additional sheets if necessary.

1. **QUALIFICATION OF BIDDER:** The Bidder must have the capability and capacity, in all respects, to fully satisfy all of the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service:  
\_\_\_\_\_ years \_\_\_\_\_ months
3. **MINORITY BUSINESS:** Please indicate if your firm is one of the following:  
  
Minority owned: \_\_\_\_yes \_\_\_\_no  
Women owned: \_\_\_\_yes \_\_\_\_no  
Small business: \_\_\_\_yes \_\_\_\_no

This information is requested for informational purposes only.

4. **REFERENCES:** Indicate in the space provided below a listing of at least three (3) recent references for whom you have provided this type of service. Include the date service was furnished and the name and address of the person VDACS has your permission to contact.

### CLIENT/ADDRESS

### SERVICE DATES

### CONTACT &PHONE

1.

2.

3.

**RETURN OF THIS PAGE IS REQUIRED**